

Internal Call for Applications for the Position of Associate Dean

Position # 002558ADM60-2024-GS

In accordance with [Senate Bylaw 8](#), the University of Windsor's Faculty of Graduate Studies invites applications for the position of Associate Dean, commencing July 1, 2024, for a three to five-year term.

Reporting to the Dean of Graduate Studies, the Associate Dean is expected to provide support to the Dean in matters pertaining to graduate studies at the University.

Specifically, the Associate Dean of Graduate Studies will be responsible for matters assigned by the Dean of Graduate Studies. These will include: graduate student scholarships; admissions; appeals; academic integrity; student progression through their degree; the overall graduate student experience; and conflict resolution.

The Associate Dean is also expected to:

- a) Be an ex-officio member of the Graduate Council;
- b) Be an ex-officio member of the Executive Committee of the Faculty of Graduate Studies and any subcommittees (e.g., Academic Standing, Scholarships); and
- c) Be a member of the University of Windsor Associate Deans Council.

The ideal candidate should hold the rank of Associate Professor or Full Professor and must currently hold graduate faculty status. The candidate will have an established record of graduate teaching and student supervision and working knowledge of Senate Bylaws and Policies. Experience administering graduate programs is preferred. The successful candidate will have the ability to work well with Faculty of Graduate Studies staff, graduate coordinators, and associate deans as well as partner offices.

This hire aligns with the bold imperatives of the University of Windsor strategic plan, [Aspire: Together for Tomorrow](#), ratified Spring 2023. The University embraces a people-first philosophy grounded in a culture of academic excellence and deep belonging. Among key strategic priorities are advancing the journey towards truth and reconciliation; building a [just, equitable, diverse, and inclusive university](#); ensuring a high-quality teaching, learning, and student experience; engaging in impactful research, scholarship, and creative activity; fostering a safe, welcoming, and sustainable campus; and engaging in local and global partnerships. The University has already made significant strides on many of these key files, and we are seeking applicants interested in working alongside us to advance them even further. Driven by the University's commitment to anti-racism, the [Black Studies Institute](#) was established in 2023 supported by a historic [cohort hiring initiative](#) that has brought thirteen Black scholars to UWindsor across several of our faculties. The recent cohort of new faculty joining the University (over 50) is among the most diverse in our history.

Our campus is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomi. We are making steady progress on the [Indigenization](#) of academic programming, an Indigenous Strategic plan, and a cohort hire of Indigenous faculty in 2018-19 followed by additional hiring. Our students mirror the extraordinary cultural richness of our region, one of the most diverse in all of Canada. And we have strong global partnerships and commitments, which are reflected in the increasing number of graduate and undergraduate students we attract from across the world. The University is a signatory to the Scarborough Charter, participates in the Federal 50/30 Challenge, and endorses the Government of Canada's Dimensions Charter.

The University of Windsor is a Canadian public, comprehensive research university enrolling over 16,000 students, including 5700 graduate students. It offers more than 280 academic programs and certificates, including 70 master's and doctoral degrees across its nine faculties: Arts, Humanities, and Social Sciences; Business; Education; Engineering; Graduate Studies; Human Kinetics; Law; Nursing; and Science. It also houses a medical program through the Schulich School of Medicine and Dentistry at Western University. Tenured and tenure-track faculty number about 600.

Application Requirements

- a letter of application;
- a curriculum vitae;
- a one-page statement of your commitment to Equity, Diversity, Inclusion, Decolonization and Indigenization;
- a statement describing your vision and goals for the position during the next three to five years; and
- three (3) contacts for references. These referees will be contacted only for shortlisted candidates.

The short-listed candidates may be invited to provide further information in support of their applications. To ensure full consideration, complete an **online application** (<http://www.uwindsor.ca/facultypositions>) found on the job advertisement by **April 26, 2024**. Applications may be considered after the deadline date; however, acceptance of late submissions is at the discretion of the appointments committee.

Any questions may be sent to:
Dr. Patti Weir, Dean, Faculty of Graduate Studies
Tel: 519-253-3000, ext. 2109, email gradst@uwindsor.ca

In pursuit of the University's commitment to employment equity, members from the designated groups (women, Indigenous/Aboriginal (First Nations, Métis, Inuit) persons, racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity) are encouraged to apply and to self-identify.

For an accommodation for any part of the application and hiring process, please notify the Faculty Recruitment Coordinator (recruit@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (<http://www.uwindsor.ca/ohrea>).

All qualified candidates are encouraged to apply. Canadians and permanent residents will be given priority. This position is subject to final budgetary approval.